

**APPENDIX 501 - Attachments**

**POLICIES AND PROCEDURES  
FOR  
PROGRAM YEAR (PY) 2019  
OUTCOME MEASUREMENT SYSTEM**

## **APPENDIX 501 - Attachments**

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## Attachment 1

### Workforce Innovation Opportunity Act (WIOA) Performance Reporting System

Following guidance from the Office of Management and Budget (OMB) and the Employment and Training Administration (ETA) of Department of Labor (DOL), Job Corps (JC) has established a Workforce Innovation and Opportunity Act (WIOA) Reporting System, independent of the Performance Management System and the Outcome Measurement System (OMS) Report Cards.

While Job Corps began collecting data through this new reporting system in Program Year (PY) 2016, national targets will not be set for the WIOA measures until sufficient annual data has been collected and any inconsistencies in the data collection have been resolved. Until the new WIOA performance system has been fully implemented, stabilized, and targets have been set, Job Corps will continue to use OMS reports for decision making in the areas of contract and option year awards, past effectiveness scores, incentive fees, performance assessments, and Performance Improvement Plan (PIP) graduation evaluations.

Beginning PY 2018, Job Corps is developing a system to use quarterly wage records, as available, as the primary data source to report on the employment status and wages of Job Corps participants. This use of quarterly wage record data to assess participants' outcomes is required under section 159(e) of WIOA. Job Corps will continue to use its post-separation survey to collect responses regarding employment, education and training status, and earnings at Quarter 2 and Quarter 4 after exit (OMB No. 1205-0426, *Placement Verification and Follow-up of Job Corps Participants*) as a supplemental data source to the quarterly wage records.

Additionally, as of PY 2018, Job Corps has adopted the definition used by other DOL programs to define Quarter 2 as the second calendar quarter after the exit quarter, and Quarter 4 as the fourth calendar quarter after the exit quarter. For example, if the participant's date of exit is between January 1<sup>st</sup> and March 31<sup>st</sup>, the second quarter after exit would be July 1<sup>st</sup> through September 30<sup>th</sup>. This change in the definitions of the reporting quarters serves two goals:

- Alignment with other DOL employment and training programs that all employ this definition; and,
- Alignment with how quarterly wage records are reported, which will serve as the primary data source for reporting employment status and earnings for Job Corps (with the surveys serving as supplemental data sources) under WIOA.

Under Job Corps' WIOA Reporting System, a new WIOA Quarterly Performance Report (QPR) is used to report Job Corps' outcomes on the six primary WIOA measures detailed in Section 116 of the legislation. In PY 2018, Job Corps began transmitting data quarterly, including results from the post-separation surveys, to the DOL Workforce Integrated Performance System (WIPS). WIPS will utilize the transmitted data to obtain quarterly wage record matches through the Common Reporting Information System (CRIS) and subsequently produce the QPRs with results for the six primary performance measures. The QPR is designed in the same format as the other adult and youth programs administered by DOL/ETA, the U.S. Department of Education (ED), and the U.S. Department of Health and Human Services (HHS), to enable performance comparison across these programs.

In accordance with proposed regulations for implementing WIOA, as indicated in the DOL and U.S. Education Department joint regulations, Job Corps has developed the following specifications for the six primary measures.

<b>WIOA PRIMARY PERFORMANCE MEASURES</b>			
<b>Measure</b>	<b>Pool</b>	<b>Credit</b>	<b>Formula</b>
<b>Measure 1: Employment or Education/Training Rate (Quarter 2 After Exit)</b>	All JC participants who demonstrated a commitment to the program (completed Career Preparation Period (CPP) or remained in the program at least 60 days) and exited	Number of participants who exited that were employed and/or in an education/training program during the second quarter after the exit quarter	$\frac{\text{Number employed, or in education/training during the second quarter after the exit quarter}}{\text{Number of committed participants who exited}}$
<b>Measure 2: Employment or Education/Training Rate (Quarter 4 After Exit)</b>	All JC participants who demonstrated a commitment to the program (completed CPP or remained in the program at least 60 days) and exited	Number of participants who exited that were employed and/or in an education/training program during the fourth quarter after the exit quarter	$\frac{\text{Number employed, or in education/training during the fourth quarter after the exit quarter}}{\text{Number of committed participants who exited}}$
<b>Measure 3: Median Earnings (Quarter 2 After Exit)</b>	All JC participants who demonstrated a commitment to the program (completed CPP or remained in the program at least 60 days) exited, and were employed in the second quarter after the exit quarter	Quarterly earnings for each participant is calculated as the sum of gross dollars (before taxes) earned on all jobs worked during the second quarter after exit, where earnings include wages, overtime pay, bonuses, commission, and tips	Median earnings in the second quarter after the exit quarter is the midpoint value of quarterly total earnings, between the highest and lowest amounts earned among participants who exited and who were employed in the second quarter after the exit quarter

WIOA PRIMARY PERFORMANCE MEASURES			
Measure	Pool	Credit	Formula
<b>Measure 4: Credential Attainment Rate</b>	<p>The credential attainment measure includes two cohorts of participants.</p> <p>Cohort 1 Pool: The number of participants without a high school diploma or equivalent at entry, who exited having demonstrated a commitment to the program (completed CPP or remained in program at least 60 days), and were in a secondary education program (at or above the 9th grade level) while in Job Corps. Participants in a secondary education program (at or above the 9th grade level) will be considered to be all participants without an HSD/HSE at enrollment who enrolled in an HSD/HSE program while in Job Corps.</p> <p>Cohort 2 Pool: The number of participants who exited having demonstrated a commitment to the program (completed CPP or remained in program at least 60 days) and were in a postsecondary education or training program while in Job Corps. Participants in a postsecondary education or training program while in Job Corps will be considered to be those who enrolled with an HSD/HSE and who:</p> <ol style="list-style-type: none"> <li>(1) Entered a CTT program;</li> <li>(2) Entered an AT program or</li> <li>(3) Entered an Advanced Career Training (ACT) program.</li> </ol>	<p>The credential attainment measure includes the credentials for two cohorts of participants.</p> <p>Cohort 1 Credentials: The number of committed participants who exited who obtained a secondary school diploma or its equivalent during the program or within one year after exit <u>AND</u> who were also employed or enrolled in an education or training program leading to a postsecondary credential within one year after exit.</p> <p>Cohort 2 Credentials: The number of participants who exited who obtained a recognized postsecondary credential during the program or within one year after exit.</p> <p>A participant with an HSD/HSE at entry who enrolled in a postsecondary education or training program while in Job Corps will have earned a recognized postsecondary credential if, while enrolled in Job Corps (or within 1 year after exit), he/she:</p> <ol style="list-style-type: none"> <li>(1) Completed a CTT program;</li> <li>(2) Completed an AT program;</li> <li>(3) Completed an ACT; or</li> <li>(4) Obtained a primary training-related industry recognized credential (IRC).</li> </ol>	<p>Cohort 1 Credentials + Cohort 2 Credentials</p> <hr/> <p>Cohort 1 Pool + Cohort 2 Pool</p> <p>Below is the more detailed formula:</p> <p>Number without an HSD/HSE at entry who were in a secondary education program (<math>\geq</math> 9th grade) while in Job Corps and obtained an HSD/HSE during the program or within one year after exit <u>AND</u> who were also employed or enrolled in an education/training program leading to a postsecondary credential within one year after exit, <u>PLUS</u> the number with an HSD/HSE at entry, who were in a postsecondary education/training program while in Job Corps and obtained a postsecondary credential (i.e., completed CTT, completed AT, completed ACT, or obtained a primary training-related IRC) during the program or within one year after exit.</p> <hr/> <p>Number of committed participants without an HSD/HSE at entry who exited and were in a secondary education program while in Job Corps, <u>PLUS</u> the number of committed participants with an HSD/HSE at entry who exited and were in a postsecondary education/training program while in Job Corps</p>

<b>WIOA PRIMARY PERFORMANCE MEASURES</b>			
<b>Measure</b>	<b>Pool</b>	<b>Credit</b>	<b>Formula</b>
<b>Measure 5: Measurable Skill Gains Rate</b>	<p>The pool for this measure is based on participants served and is not restricted to exiters.</p> <p>The participants served pool includes:</p> <p>(1) All participants who demonstrated a commitment to Job Corps and exited during the program year; and</p> <p>(2) All students who completed CPP or enrolled in the program at least 60 days prior to the end of the program year and did not exit.</p>	<p>A participant will be considered to have obtained a measurable skill gain if during the program year he/she obtained one (or more) of the following types of skill gains:</p> <p>(1) Obtained at least 1 EFL gain on the last TABE reading and/or math test in the reporting period as compared to the initial test;</p> <p>(2) Obtained an HSD/HSE;</p> <p>(3) Completed a CTT program;</p> <p>(4) Completed an AT program;</p> <p>(5) Obtained a primary training-related industry recognized credential;</p> <p>(6) Completed at least 12 credits in ACT; or</p> <p>(7) Completed an approved industry foundations course.</p>	<p>Number who obtained one (or more) of the following during the program year: at least 1 GLE gain, an HSD/HSE, a CTT, an AT, or a training-related primary IRC</p> <hr/> <p>Number of committed participants served during the program year</p>
<b>Measure 6: Effectiveness in Serving Employers Rate</b>	All JC participants who demonstrated a commitment to the program (completed CPP or remained in program at least 60 days) and exited and were employed in quarter 2 after the exit quarter	The number of committed participants who worked for the same employer in both quarter 2 and in quarter 4 after the exit quarter.	<p>Number employed by the same employer in quarter 2 and quarter 4 after the exit quarter</p> <hr/> <p>Number of committed participants who exited and were employed in quarter 2 after the exit quarter</p>

Although the broad description of several of the primary WIOA measures above may appear very similar to performance measures that Job Corps has used in the past, the definitions of the primary WIOA measures actually differ significantly on key elements.

1. **Broader Student Pools.** Job Corps has reported placement results for two groups of students – former enrollees and graduates – with all long-term placement-related measures focused on graduates. Under WIOA, specifically Measures 1-3, the pools for the placement measures include the broader group of students who demonstrate a commitment to the program (i.e., complete CPP or stay 60 or more days in Job Corps). Students who meet this definition are defined as “participants” for the purpose of WIOA reporting. As of PY 2018, Job Corps is required to use quarterly

wage record matches as the primary data sources for reporting on WIOA Measures 1-3, with survey data used as a supplemental data source. For this reason, Job Corps must include all committed participants, not just those who complete the appropriate post-separation survey, in its pools for reporting on Measures 1 and 2. Similarly, the pool for WIOA Measure 3, Median Earnings in Quarter 2, will include all committed participants who were in an unsubsidized job and had earnings in Quarter 2 as reported either through quarterly wage records or the post-separation surveys.

2. **Timing of Long-term Placement Outcomes.** Prior to PY 2016, Job Corps reported placements, for initially placed graduates, at the sixth month and twelfth month after their initial placement. For a placement to be considered, the student must have been in a job/military or in education/training during the week prior to the week the survey is conducted, and earnings are reported for that one-week period. In contrast, WIOA requires that placement results be reported, for all participants for the second and fourth quarters after the exit quarter. WIOA also credits a placement that occurs at any point during the quarter, and reports the earnings obtained during the entire quarter.
3. **Calculation of Long-Term Earnings.** WIOA requires reporting of median earnings over the quarter, whereas Job Corps has historically reported average earnings over the week prior to the survey.
4. **Attainment of Multiple Accomplishments.** Job Corps has traditionally reported the attainment of various credentials and skill gains as separate measures. In contrast, WIOA Measures 4 and 5 consider the attainment of participants' accomplishments (e.g., learning gains, attainment of HSD/HSE, CTT, and primary IRCs) collectively and credit a participant's attainment of any one of these.
5. **Credential/Skill Attainments Pool.** Job Corps has always reported student accomplishments for a cohort of separated students. In contrast, the pool for the WIOA Measure 5, Measurable Skill Gains, is composed of participants served that includes both active/enrolled and separated participants (i.e., all participants who are in the program at the beginning of the reporting period and all participants who enroll during the reporting period). Credit is then given for any skill gain(s) obtained during the program year by these active/enrolled and separated participants.

**Since credit is given for attainments made by participants while they are active/enrolled, it is important that these accomplishments be reported in real-time as they occur. Delays in reporting when students enter or complete CTT programs or complete other accomplishments in a timely manner will result in underreporting and will negatively impact Job Corps' performance on this measure.**

- 6. Effectiveness in Serving Employers.** WIOA added a measure of effectiveness in serving employers. Following guidance from ETA, Job Corps interprets this measure as working for the same employer in the second and fourth quarters after the exit quarter.



**Attachment 2**

<b>PY 2019 INITIAL PLACEMENT AND ALLOWABLE UPGRADES</b>	
<b>INITIAL PLACEMENT CATEGORY</b>	<b>ALLOWABLE UPGRADES</b>
A. Full-time JTM Job Placement	<ul style="list-style-type: none"> <li>• Full-time JTM with wage increase</li> <li>• Registered Apprenticeship</li> </ul>
B. Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)	<ul style="list-style-type: none"> <li>• Full-time JTM Job Placement</li> <li>• Registered Apprenticeship</li> </ul>
C. Full-time Non-JTM Job Placement	<ul style="list-style-type: none"> <li>• Full-time JTM with same or higher wage</li> <li>• Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)</li> <li>• Full-time Non-JTM Job with wage increase</li> <li>• Registered Apprenticeship</li> </ul>
D. Part-time JTM Job Placement	<ul style="list-style-type: none"> <li>• Full-time JTM Job Placement with same or higher wage</li> <li>• Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)</li> <li>• Part-time JTM Job with higher wage</li> <li>• Registered Apprenticeship</li> </ul>
E. Part-time Job/College Combination (PSC)	<ul style="list-style-type: none"> <li>• Full-time JTM Job Placement</li> <li>• Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)</li> <li>• Part-time JTM Job Placement</li> <li>• Registered Apprenticeship</li> </ul>
F. Part-time Non-JTM Job Placement	<ul style="list-style-type: none"> <li>• Full-time JTM with same or higher wage</li> <li>• Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)</li> <li>• Full-time Non-JTM Job Placement with same or higher wage</li> <li>• Part-time JTM Job with same or higher wage</li> <li>• Part-time Job/College Combination (PSC)</li> <li>• Part-time Non-JTM Job with wage increase</li> <li>• Registered Apprenticeship</li> </ul>

G. High School, Other Training Program, On the Job Training (OJT)/Subsidized Employment	<ul style="list-style-type: none"><li>• Full-time JTM Job Placement</li><li>• Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)</li><li>• Full-time Non-JTM Job Placement</li><li>• Part-time JTM Job Placement</li><li>• Part-time Job/College Combination (PSC)</li><li>• Part-time Non-JTM Job Placement</li><li>• Registered Apprenticeship</li></ul>
H. Registered Apprenticeship	<ul style="list-style-type: none"><li>• Full-time JTM Job Placement with same or higher wage</li><li>• Full-time Non-JTM Job with wage increase</li><li>• Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)</li></ul>

## Attachment 3

PY 2019 Center Report Card Pools and Credits for Students Transferred to Advanced Training (AT) Programs at Another Center							
Event		Measure(s)	Indicator	Sending Center		AT Center	
				Pool	Credit	Pool	Credit
Student Transfers to AT Center		Credential Attainment Rating	HSD/HSE	As applicable	As applicable	n/a	n/a
			CTT Completion	As applicable	As applicable	n/a	n/a
			Primary IRC/NTC Completion	As applicable	As applicable	n/a	n/a
			Combination HSD/HSE, CTT and Primary IRC/NTC Completion	As applicable	As applicable	n/a	n/a
		Measurable Skill Gains Rating	Literacy Gains	As applicable	As applicable	n/a	n/a
			Numeracy Gains	As applicable	As applicable	n/a	n/a
		Placement Rate (placement code updated based upon placement status after separation)		1	1	n/a	n/a
		Placement Quality Rating	JTM Rate	0	0	n/a	n/a
			Average Hourly Wage	0	0	n/a	n/a
			Full-time Quality Placement	0	0	n/a	n/a
Graduate Separates from AT Center		Credential Attainment Rating	CTT Completion	n/a	n/a	1	1/0
			Primary IRC/NTC Completion	n/a	n/a	1	1/0
			Combination HSD/HSE, CTT and Primary IRC/NTC Completion	n/a	n/a	1	1/0
Graduate Placed or Placement Window Closes	Placed in Job/ Military	Placement Rate		n/a	n/a	1	1/0
		Placement Quality Rating	JTM Rate:				
			<i>if JTM for both centers</i>	1	1	1	1
			<i>if JTM for neither center</i>	1	0	1	0
			<i>if JTM for sending center only</i>	1	1	0	0
			<i>if JTM for receiving center only</i>	0	0	1	1
			Average Hourly Wage	1	add wage to total	1	add wage to total
	Full-time Quality Placement	1	1/0	1	1/0		
	Placed in School	Placement Rate		n/a	n/a	1	1
		Placement	JTM Rate	n/a	n/a	n/a	n/a

PY 2019 Center Report Card Pools and Credits for Students Transferred to Advanced Training (AT) Programs at Another Center							
Event		Measure(s)	Indicator	Sending Center		AT Center	
				Pool	Credit	Pool	Credit
		Quality Rating	Average Hourly Wage	n/a	n/a	n/a	n/a
			Full-time Quality Placement	1	1/0	1	1/0
	Placed in combination of School & Job	Placement Rate		n/a	n/a	1	1
		Placement Quality Rating	JTM Rate	n/a	n/a	n/a	n/a
			Average Hourly Wage	n/a	n/a	n/a	n/a
			Full-time Quality Placement	1	1/0	1	1/0
	Not Placed	Placement Rate		n/a	n/a	1	0
		Placement Quality Rating	JTM Rate	n/a	n/a	n/a	n/a
			Average Hourly Wage	n/a	n/a	n/a	n/a
			Full-time Quality Placement	n/a	n/a	n/a	n/a
Second and Fourth Quarter After Exit Surveys	If Q2/Q4 survey not completed	Graduate and Former Enrollee Placement in Quarter 2, Graduate and Former Enrollee Placement in Quarter 4		0	0	0	0
	If Q2/Q4 survey completed	Graduate and Former Enrollee Placement in Quarter 2, Graduate and Former Enrollee Placement in Quarter 4		1	1/0	1	1/0
	If Q2 survey completed and student is working in a job or in the military	Graduate and Former Enrollee Average Earnings in Quarter 2		1	add earnings to total	1	add earnings to total

**Note:** This does not apply to ACT transfers

**Attachment 4****PY 2019 Instructions for Filing an Appeal of  
Second or Fourth Quarter After Exit Quarter Survey Data – Placement Outcomes****GENERAL INSTRUCTIONS**

1. Use this form to file an appeal for Q2 and Q4 survey placement outcomes only.
2. The appeal must be filed within 90 days of the month in which the student's record first appears on the Center OMS-20, CTT-20, or CTS OMS-20.
3. Job Corps Centers, CTS contractors, and National Training Contractors (NTCs) may file an appeal.
4. Appeals **must** be submitted with supporting documentation.  
**Note:** Do not include the student's Social Security Number on any documentation.
5. Submit the completed and signed fillable appeal form(s) with scanned supplemental documentation by e-mail only to:  
  
[surveyappeals@dol.gov](mailto:surveyappeals@dol.gov)
6. See the timetable in Appendix 501 Introduction, 8(d) Appeal Process for dates during which appeals must be received by the National Office in order to be processed for each month in PY 2019.

**INSTRUCTIONS FOR COMPLETING THE APPEAL FORM****Check Box for Appeal**

1. Check the appropriate box(es) to indicate which survey (Quarter 2 or Quarter 4) and which placement outcome you are appealing.
2. This form may be used to file an appeal for a job, education, or training placement. To file an earnings appeal, use the "PY 2019 Job Corps Appeal Form Quarter 2 and Quarter 4 Survey Earnings Outcomes" found in PRH, Appendix 501 Introduction Attachment 5.

**Note:** All appeals for *job* placements must also include an appeal for earnings for the same quarter

**Student Information**

1. Enter the student's Job Corps-assigned student Identification Number.
2. Enter the student's last name, followed by middle initial, and first name.

3. Enter the name of the center from which the student separated.
4. Enter the month, day, and year that the student exited the program.
- 5-6. You must determine the survey reference quarter for which you are filing an appeal based on the student's separation date. The table below shows the Quarter 2 and Quarter 4 periods based upon the quarter the student separated.

<b>Q2</b>	<b>Exit Quarter</b>	<b>Q2 Survey Reference Quarter</b>	<b>Q2 Survey Quarter</b> <b>Start of 8-Week Survey Window</b>
	10/2018 – 12/2018	4/2019 – 6/2019	7/2019 – 9/2019
	1/2019 – 3/2019	7/2019 – 9/2019	10/2019 – 12/2019
	4/2019 – 6/2019	10/2019 – 12/2019	1/2020 – 3/2020
	7/2019 – 9/2019	1/2020 – 3/2020	4/2020 – 6/2020
<b>Q4</b>	<b>Exit Quarter</b>	<b>Q4 Survey Reference Quarter</b>	<b>Q4 Survey Quarter</b> <b>Start of 8-Week Survey Window</b>
	4/2018 – 6/2018	4/2019 – 6/2019	7/2019 – 9/2019
	7/2018 – 9/2018	7/2019 – 9/2019	10/2019 – 12/2019
	10/2018 – 12/2018	10/2019 – 12/2019	1/2020 – 3/2020
	1/2019 – 3/2019	1/2020 – 3/2020	4/2020 – 6/2020

**Note:** If no survey record appears in CIS, then an appeal cannot be filed.

**Use the table below to determine which sections to complete for different types of placements:**

<b>Type of Placement:</b>	<b>If Appealing:</b>	<b>Then Complete:</b>
One part-time or full-time job	Same	Section A
School or training placement	Same	Section B

### **Section A: Employment**

If you are appealing data on employment status, complete Section A.

1. Enter the employer's name.
2. Enter the total number of hours that the student worked during a 1-week period, and

also enter the start and end dates of the reference week. The student must have worked the minimum number of hours required to meet Job Corps' placement definition, during a 7-day consecutive period at any time in the applicable quarter for the job(s), to qualify for credit. That is, for full-time employment, the student must have worked 32 hours in 1 or more unsubsidized job(s), or 40 hours in the Armed Forces, or be in a paid, registered apprenticeship job during a 7-day consecutive period at any time in the quarter. For part-time employment, the student must have worked 20 or more hours but less than 32 hours in one or more unsubsidized job(s) during a 7-day consecutive period at any time in the quarter. Additionally, the job placement must meet any other criteria stipulated in Exhibit 4-1.

3. Check the appropriate box to indicate the student's earnings unit (i.e., if the student was paid hourly, weekly, monthly, or daily) as indicated on the student's pay stub.
4. Enter the dollar amount of earnings on the line that corresponds with the earnings unit selected as indicated on the student's pay stub. **Note:** The student must have earned at least the Federal Minimum Wage (FMW) for this to qualify as a valid Job Corps Job Placement.
5. If the student earned other payments from this job during the 7-day consecutive period identified in Item 2 above (e.g., bonus, tips, commission, etc.), enter the dollar amount on the appropriate line of Item 4.

**You must attach written documentation of employment information.** Pay information must at a minimum, (1) include the complete 7-day consecutive period (identified in Item 2 above) that occurs within the applicable quarter and (2) show that the student worked a minimum of 20 hours during the 7-day consecutive period. For example: The quarter is from January 1 to April 1. The student is paid by the week and the pay stub covers February 6th to February 12th when the student worked 22 hours. The overlap in dates and the documentation of the minimum required hours will serve as valid documentation. **Written documentation may include: a pay stub, a written statement from the employer on letterhead, or a business card/official stamp affixed to an Employer Verification Form.** Documentation through a third-party verifier such as *The Work Number*, detailing the student's employment information (such as employment verification, hours, and payment) in such a way as to meet Job Corps' placement requirements, will also be accepted for verification. The Employer Verification Form should be completed and signed by the employer and submitted to the National Office as part of the appeal package. **Please see Exhibit 4-2 for further information regarding documentation requirements.**

### **Section B: Education**

If appealing data on education status, complete Section B.

1. Enter the name of the school or training institution.
2. Check the appropriate box to indicate the type of school, college, or training program the student attends or attended. The student must attend or have attended school/training for the minimum number of hours required, or be enrolled for the minimum number of credits, to meet Job Corps' educational placement definition during a 7-day consecutive period at any time in the applicable quarter for the school/training to qualify for credit. Additionally, the educational placement must meet

any other criteria stipulated in Exhibit 4-1.

3. Enter information on attendance/enrollment in this column if the student:
  - a. is enrolled in high school, enter the grade level and the number of hours the student attended during a 7-day consecutive period at any time in the applicable quarter. The student must be enrolled in 9th grade or higher to qualify.
  - b. was enrolled in a post-secondary CTT or technical school, enter the number of hours the student attended during a 7-day consecutive period at any time in the applicable quarter.
  - c. was enrolled in college, record the number of course credit hours the student was registered to take for the period that includes the dates of a 7-day consecutive period at any time in the applicable quarter.
  - d. was enrolled in an on-the-job training program or was working in a subsidized job, enter the number of hours the student worked during a 7-day consecutive period at any time in the applicable quarter.
  - e. was enrolled in an “other” program (e.g., a program to obtain a High School Equivalency (HSE), etc.), enter the number of hours the student attended during a 7-day consecutive period at any time in the applicable quarter.
4. If other training was completed during the survey week, specify the type of program and training.

**You must attach written documentation from the school, training program, college (on official letterhead or with an official stamp) or third-party verification such as the National Student Clearinghouse, documenting that the student was enrolled or attended during the 7-day consecutive period at any time in the applicable quarter. Please see Exhibit 4-2 for further information regarding documentation requirements.**

**Information on Person Completing the Form**

1. Enter your last name and first name.
2. Enter the name of the center or placement contractor where you are located and the appropriate six-digit identification code for your center/contractor.
3. Enter the telephone number at which you may be reached.
4. Enter the e-mail address at which you may be reached.
5. Sign your name.
6. Enter the date you are submitting the form.



**U.S. Department of Labor**  
**PY 2019 JOB CORPS APPEAL FORM QUARTER 2 AND QUARTER 4 SURVEY PLACEMENT OUTCOMES**

<b>Student Information (Please Print):</b>		<b>Check Box for Appeal:</b>		
1. Student Identification Number:		Q2 Placement		Q4 Placement
2. Last Name:		MI:		First Name:
3. Center Attended:		4. Date of Separation:	Month	Day
				Year

**Correct Start and End Dates for the Appropriate Quarter (Quarter 2 or Quarter 4 after Exit Quarter)**

5. Start Date of Quarter:	Month	Day	Year	6. End Date of Quarter:	Month	Day	Year

**Complete Section A and/or Section B Below:**

**Section A: Complete this section if appeal is for employment during the quarter. Attach a pay stub which shows start and end dates for (minimally) a one week period that occurred at any time during the appropriate quarter after exit.**

1. Employer's Name:	
2. Reference Week Start/End Dates (7-day Consecutive Period of Employment)	Total Hours (worked 7-day reference week during the quarter):
3. Earnings* Unit (check one):	4. Dollar Amount (enter earnings for unit selected):
<input type="checkbox"/> Hourly	\$
<input type="checkbox"/> Weekly	\$
<input type="checkbox"/> Monthly	\$
<input type="checkbox"/> Daily	\$
5. Other weekly payments (e.g., bonuses, tips, commission, etc.):	\$

\* Earnings per hour must equal or exceed the Federal Minimum Wage to qualify as a valid placement.

**Section B: Complete this section if the appeal is for education data. Attach a letter from the institution stating student attended or was enrolled for the minimum hours required for a valid Job Corps placement for, minimally, a one-week period at any point during the quarter.**

1. Enter Name of School/Training Institution:	
2. Type of School/Training Program (check one):	3. Enter Information on School/Training Below:
<input type="checkbox"/> High School	Grade: Hours attended in one week:
<input type="checkbox"/> Post-secondary CTT/Technical School	No. of hours attended in one week:
<input type="checkbox"/> College	No. of credit hours enrolled:
<input type="checkbox"/> On-the-Job Training or Subsidized Employment	No. of hours attended in one week:
<input type="checkbox"/> Other Training	No. of hours attended in one week:
4. If Other Training, specify type:	

**INFORMATION OF PERSON COMPLETING THE FORM:**

1. Print Your Name:	2. Contractor Name/Code (six-digit ID Code):
3. Your Telephone: (        )	4. Your e-mail address:
5. Signature:	6. Date form submitted:
National Office Use Only	
Reviewed by:	Date:
<input type="checkbox"/> Approved	Reason for Denial:
<input type="checkbox"/> Not Approved	

**Attachment 5****PY 2019 Instructions for Filing an Appeal of  
Second Quarter or Fourth Quarter After Exit Quarter Survey Data – Earnings Outcomes****GENERAL INSTRUCTIONS**

1. Use this form to file an appeal for Q2 survey earnings outcomes only. One summary sheet must be submitted along with one completed worksheet for each job the student held during the quarter.
2. The appeal must be filed within 90 days of the month in which the student's record first appears on the Center OMS-20, CTT-20, or CTS OMS-20.
3. Job Corps Centers, CTS contractors, and National Training Contractors (NTCs) may file an appeal.
4. Appeals **must** be submitted with supporting documentation.  
**Note:** Do not include the student's Social Security Number on any documentation.
5. Submit the completed and signed fillable appeal form(s) with scanned supplemental documentation by e-mail only, to:  
  
[surveyappeals@dol.gov](mailto:surveyappeals@dol.gov)
6. See the timetable in Appendix 501 Introduction, 9(d) Appeal Process for dates during which appeals must be received by the National Office in order to be processed for each month in PY 2019.

**INSTRUCTIONS FOR COMPLETING THE APPEAL FORM**

**All appeals require a completed Summary Page. For the earnings appeal that you are submitting, please do the following:**

**Check Box for Appeal**

1. Check the appropriate box(es) to indicate whether you are appealing earnings outcomes for Quarter 2 or Quarter 4.
2. All earnings appeals must be either for a job placement that has been credited for the appropriate quarter (student took the survey and received a positive result), or be accompanied by a job placement appeal.

**Student Information**

1. Enter the student's Job Corps-assigned student Identification Number.
2. Enter the student's last name, followed by middle initial, and first name.
3. Enter the name of the center from which the student separated.

4. Enter the month, day, and year that the student exited the program.
- 5-6. You must determine the service reference period for which you are filing an appeal based on the student's separation date. The table below shows the Quarter 2 period based upon the quarter the student separated.

Q2	Exit Quarter	Q2 Survey Reference Quarter	Q2 Survey Quarter Start of 8-Week Survey Window
	10/2018 – 12/2018	4/2019 – 6/2019	7/2019 – 9/2019
	1/2019 – 3/2019	7/2019 – 9/2019	10/2019 – 12/2019
	4/2019 – 6/2019	10/2019 – 12/2019	1/2020 – 3/2020
	7/2019 – 9/2019	1/2020 – 3/2020	4/2020 – 6/2020

**Note:** If no survey record appears in CIS, then an appeal cannot be filed.

#### **Information on Person Completing the Form**

1. Enter your last name and first name.
2. Enter your full position title with no abbreviations.
3. Enter the telephone number at which you may be reached.
4. Enter the e-mail address at which you may be reached.
5. Enter the name of the center or placement contractor where you are located and the appropriate six-digit identification code for your center/contractor.
6. Enter the date you are submitting the form.
7. Sign your name.

#### **Summary Job Placement Information**

1. Enter the number of total jobs held during the appealed quarter for which verification documentation is being submitted with this appeal. Enter all jobs regardless of the duration, hours, and pay of that job. A separate job worksheet must be completed for each of these jobs. Please note that placements in AmeriCorps VISTA, National Civilian Community Corps (NCCC) and Public Allies are classified as training placements and are not included in the pools of the earnings measures.
2. Enter the total quarterly earnings for all jobs held in the appealed quarter for which documentation is being submitted with this appeal. These total earnings must equal the sum of the total quarterly earnings of each job for which a Job Worksheet has been completed as part of this appeal.
3. Enter the number of total pages included in the appeal paperwork; this includes the completed form, completed worksheets for each job, and all supporting documentation

of the earnings received through each job for hours worked in the quarter.

### **INSTRUCTIONS FOR COMPLETING THE JOB WORKSHEET**

Complete one worksheet per job held by the student during the quarter.

1. Enter the name of the employer.
2. Enter the start date of employment. The start date can be before or during the appeal quarter.
3. Enter the end date of employment. The end date can be within or after the appeal quarter. If the student is still employed enter "Active."
4. Enter the employer's business address.
5. Select the type of documentation submitted to verify the earnings for this job. Multiple types of documentation may need to be submitted for one job dependent upon the type of documentation obtained and the information it contains. For a list of acceptable documentation, including what specifically the documentation must include, and how to submit the documentation to NOJC, please see Table 1 below.

The following section contains the worksheet to determine the quarter's pay for that job. The worksheet is comprised of rows and columns to ultimately calculate the total pay the student received from this job for hours worked during the quarter.

Each row should contain information for one pay period worked during the quarter as shown on the earnings documentation. A pay period could be for the entire month, bi-monthly, bi-weekly, or weekly. A quarter is comprised of 13 weeks; however, this may not correspond perfectly with the student's work weeks, and the pay periods, for the quarter, may actually fall across 15 work weeks. Only those hours worked during the quarter and the corresponding earnings should be entered in the worksheet.

The columns show for each pay period the start- and end-date of the pay period, the details of wages, hours and earnings to calculate base pay, the details for calculating extra pay, and the total pay.

Enter the begin-date and end-date of the period; the begin date must be no earlier than the start of the quarter and the end date can be no later than the end of the quarter.

For the columns under "Standard Pay" and "Extra Pay", only the relevant columns in the worksheet need to be completed; determining the relevant columns is dependent upon the information supplied through the documentation validating the earnings for this job. For example, if a pay stub is obtained that indicates the number of hours worked in the pay period, hourly wage and earnings made in the pay period, then this information needs to be entered into the "Number of hours worked per period," "Wage per hour," and "Gross earnings for the period," respectively. Similarly, under the "Extra Pay" columns only enter information on Overtime, Tips, and Commissions earned from hours worked during

the quarter that are shown in the documentation. If there is information for “Other Pay,” include an explanation in the area indicated of the type of payment.

The “Base Pay Subtotal,” is to be calculated based upon information entered in the previous five columns. The following formulas can be used to calculate Base Pay:

- “Number of days worked” x “Number of hours worked per day” x “Wage per hour”
- “Number of hours worked per period” x “Wage per hour”
- “Gross Earnings per the period”

The “Extra Pay Subtotal” is to be calculated based upon information entered in the previous six columns. The following formula can be used to calculate Extra Pay:

- “Overtime Pay”\* + “Tips” + “Commissions” + “Other”  
\*“Overtime Pay” is calculated by multiplying “Overtime Wage” by “Overtime Hours”

For each pay period, sum the “Base Pay Subtotal” with the “Extra Pay Subtotal” to calculate the “Total Pay.”

When information has been entered for all pay periods, sum the “Total Pay” to obtain the “Quarter Total Pay” for that job.

When you have entered all information for all jobs and earnings during the quarter under appeal, add the total earnings from each individual job together. This number must be the total for the summary sheet.

**Table 1. Acceptable Documentation for Earnings Appeals for Each Job**

<b>Type of Documentation</b>	<b>Required Information</b>	<b>Additional Documentation Required</b>	<b>Must be scanned and emailed to NOJC</b>
All pay stubs for earnings received from work conducted in the quarter	<p>All pay stubs from all employers in the quarter must be included in the appeal. All pay stubs must include:</p> <ol style="list-style-type: none"> <li>1) Earnings for the pay period or the hourly pay rate in the pay period;</li> <li>2) Hours per pay period;</li> <li>3) Start and end dates for each pay period;</li> <li>4) Overtime and commission if included on the Earnings Appeal Form; and,</li> <li>5) The company name and address.</li> </ol>	<p>If any criteria listed under required information is missing then a Verification of Employment form is required. Verification of Employment form must include:</p> <ol style="list-style-type: none"> <li>1) Dates of employment;</li> <li>2) Company name;</li> <li>3) Employer address;</li> <li>4) Employer phone number;</li> <li>5) Employer point of contact including their title, phone number, and signature with date.</li> <li>6) Business card, stamp, or proof of company location;</li> <li>7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and,</li> <li>8) Overtime, tips, and commission earned during the quarter, if any.</li> </ol>	Only if Verification of Employment form is included
Proof of income for tax purposes (e.g., W-2) and Verification of Employment form	Documentation showing all income received from the job worked during the quarter that minimally covers the entire period identified on the Earnings Appeal Form for each job.	<p>Verification of Employment form must include:</p> <ol style="list-style-type: none"> <li>1) Dates of employment;</li> <li>2) Company name;</li> <li>3) Employer address;</li> <li>4) Employer phone number;</li> <li>5) Employer point of contact including their title, phone number, and signature with date.</li> <li>6) Business card, stamp, or proof of company location;</li> <li>7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and,</li> <li>8) Overtime, tips, and commission earned during the quarter, if any.</li> </ol>	<b>Yes;</b> Verification of Employment form must be an original or have proof that it was faxed or emailed from employer
Third Party (e.g., The Work Number,) Documentation	<p>Third-party documentation is an acceptable form of verification. Any earnings based on tips will need to be documented on the third party documentation or an alternative form of documentation will be needed. Third-party documentation must include:</p> <ol style="list-style-type: none"> <li>1) Each pay period as a separate line with the pay</li> </ol>	<p>If any criteria listed under required information is missing then a Verification of Employment form is required. Verification of Employment form must include:</p> <ol style="list-style-type: none"> <li>1) Dates of employment;</li> <li>2) Company name;</li> <li>3) Employer address;</li> <li>4) Employer phone number;</li> <li>5) Employer point of contact including their title, phone number, and signature with date.</li> </ol>	Only if Verification of Employment form is included

Type of Documentation	Required Information	Additional Documentation Required	Must be scanned and emailed to NOJC
	period start or end date, hours worked, and gross earnings. 2) Overtime, tips and commission if included on the Earnings Appeal Form; and, 3) Employer company name and address.	6) Business card, stamp, or proof of company location; 7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and, 8) Overtime, tips, and commission earned during the quarter, if any.	
Earnings Statement from employer or payroll company	Printed pay summary from the employer or payroll company (e.g., ADP) showing the earnings for the entire period within the quarter included in the appeal for this job.  The Earnings Statement must include: 1) Earnings for the pay period or hourly pay rate in the pay period; 2) Hours per pay period; 3) Start and end date of the earnings; 4) Overtime, tips, and commission if included on the Earnings Appeal Form; and 5) Employer company name and address.	If any criteria listed under required information is missing, then a Verification of Employment form is required. Verification of Employment form must include:  1) Dates of employment; 2) Company name; 3) Employer address; 4) Employer phone number; 5) Employer point of contact including their title, phone number, and signature with date. 6) Business card, stamp, or proof of company location; 7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and, 8) Overtime, tips, and commission earned during the quarter, if any.	Only if Verification of Employment form is included
Timesheet record AND Verification of Employment Form	Printed (not handwritten) timesheet(s) for the entire appeal period showing the hours worked at each job in the quarter. The timesheets must contain employer's company name, the printed name (as applicable) and signature of the person signing the timesheets.	Verification of Employment Form for each job worked in the quarter must include:  1) Dates of employment; 2) Company name; 3) Employer address; 4) Employer phone number; 5) Point of contact at the employer including their title, phone number, and signature with date. 6) Business card, stamp, or proof of company location; 7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and, 8) Overtime, tips, and commission earned in the quarter, if any.	<b>Yes;</b> Verification of Employment form must be original or have proof that it was faxed or emailed from employer



**U.S. Department of Labor**  
**PY 2019 JOB CORPS APPEAL FORM QUARTER 2 AND QUARTER 4 SURVEY EARNINGS OUTCOMES**

Student Information (Please Print):		Check Box for Appeal:		
1. Student Identification Number:		Q2 Earnings	Q4 Earnings	Job Placement Appeal Submitted YES NO
2. Last Name:	MI First Name			
3. Center Attended:	4. Date of Separation:	Month	Day	Year

**Correct Start and End Dates for the Appropriate Quarter (Quarter 2 after Exit Quarter)**

5. Start Date of Quarter:	Month	Day	Year	6. End Date of Quarter:	Month	Day	Year

Information of Person Completing the Form:	
1. Print Your Name:	2. Your Position Title:
3. Your Telephone: ( )	4. Your e-mail address:
5. Contractor Name/Code (six-digit ID Code):	6. Date form submitted:
7. Signature:	

Summary Job Placement Information:		
1. Number of Jobs Held During Quarter:	2. Total Earnings from All Jobs in the Quarter:	3. Number of Pages Included in Appeal Paperwork:

National Office Use Only	
Reviewed by:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Reason for Denial:

**FOR EACH JOB HELD BY THE STUDENT DURING THE QUARTER, PLEASE COMPLETE A JOB WORKSHEET USING THE TEMPLATE ON THE FOLLOWING PAGE. COMPLETE ONE WORKSHEET FOR EACH JOB.**

**JOB WORKSHEET**

1. Employer's Name:		2. Employment Start Date:	3. Employment End Date:
4. Employer's Address			
5. Type of Documentation Submitted to Verify Earnings:		Pay Stub: _____ Timesheets: _____ Earnings Statement: _____ Third Party: _____ Proof of Income for Tax Purposes: _____	

Complete the following worksheet for each pay period in documentation\*. Note, the quarter period is comprised of 13 weeks; however, this may not correspond perfectly with the work weeks, and the quarter period may actually fall across 15 work weeks. Record quarter total for all employment in section "Summary Job Placement Information" box 2.

Period	Begin Date	End Date	Standard Pay						Extra Pay						Total Pay	
			Number of days worked	Number of hours worked per day	Number of hours worked per period	Wage per hour	Gross Earnings for the period	Base Pay Subtotal	Overtime			Tips	Commission	Other* (Explain below)		Extra Pay Subtotal
									Wage	Hours	Pay					
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
QUARTER TOTAL																

\*Explain any values entered under "Extra Pay" or "Other":

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**Attachment 6****PY 2019 Instructions for Filing a Request to Add a Placement Code  
to the Job Training Match (JTM) Crosswalk****GENERAL INSTRUCTIONS**

1. This form is to be used to request the addition of a Placement Code to the Job Training Match (JTM) Crosswalk. This form should be submitted only if the current JTM Crosswalk does not already contain an appropriate placement job code that: (a) is the most appropriate O\*NET-SOC code to describe a specific placement outcome and (b) is directly related to one of the new Training Achievement Records (TARs), released in PY 2006 or thereafter, as they are aggregated into Training Program Areas (TPAs) within the crosswalk. If the request is approved, the proposed O\*NET-SOC placement code will be added to the placement portion of the JTM Crosswalk, and JTM credit will be given to every student who completes any TAR in the same TPA and is placed in a position that is properly assigned the identified placement code.
2. The request must be filed within 90 days of the month in which the student's record first appears on the Center OMS-20, CTT-20, or CTS OMS-20.
3. Job Corps Centers, CTS contractors, and National Training Contractors (NTCs) may file a request.
4. Submit the request with documentation to:

U.S. Department of Labor/National Office of Job Corps  
200 Constitution Avenue, NW, Room N-4507  
Washington, DC 20210  
Attention: Career Technical Training Team

**INSTRUCTIONS FOR COMPLETING THE REQUEST FORM*****Student Information***

1. Enter the student's Job Corps Student Identification Number in the box.
2. Enter the student's last name, followed by middle initial, and first name.
3. Enter the name of the center from which the student separated.
4. Enter the month, day, and year that the student reported to work.

***Proposed Job Training Match Codes***

1. Enter the proposed official placement code, as found in O\*NET-SOC, Example: 31-1011.00
2. Enter the proposed official job title as found in O\*NET-SOC, Example: Home Health Aides

3. Enter the proposed Training Program Area(s) (TPAs) that should receive a JTM credit whenever a student placement outcome is assigned the proposed placement code, Example: BRICK and CEMENT (Do not list a TAR code or title here).
4. Provide rationale for the proposed placement code/title addition to the JTM Crosswalk. Appropriate JTM placement codes/titles must correspond to the training received by the student.

***Information About You (Bottom of Form)***

- 1-2. Enter your name and sign the form in the appropriate boxes.
3. Enter the name of the center or placement contractor where you are located and the six-digit identification code for your center/contractor.
4. Enter the telephone number at which you may be reached.
5. Enter the e-mail address at which you may be reached.
6. Enter the date you are submitting the request form.
7. Sign your name.

**NATIONAL OFFICE OF JOB CORPS  
PY 2019 FORM TO REQUEST ADDITION OF A PLACEMENT  
CODE TO THE JOB TRAINING MATCH CROSSWALK**

<b>Student Information (Please Print):</b>				
1. Student ID #				
2. Last Name		First Name		MI
3. Center Attended	4. Date Reported to Initial Placement:	Month	Day	Year

<b>Proposed Job Training Match Code:</b>	
1. O*NET-SOC Job Code	2. O*NET-SOC Job Title
3. Training Program Area(s)	
4. Rationale for JTM Placement	

**INFORMATION OF PERSON COMPLETING THE FORM:**

1. Print Your Name:	2. Signature:
3. Contractor/Center Name and Six-Digit ID Code:	4. Your Telephone: (       )
<i>National Office Use Only:</i>	5. Your E-mail Address:
Reviewed by:	6. Date Form Submitted:
Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

## **Attachment 7**

### **PY 2019 Career Technical Training (CTT) Continuous Improvement Plan (CIP)**

#### **CTT-CIP Documentation for Low Performing CTT Offerings**

In acknowledgement of standardized language in the Policy and Requirements Handbook (PRH) regarding the performance improvement process, the current documentation process is inconsistent across Job Corps' regions and centers. As a result, the Office of Job Corps has created a standardized template which can be easily completed, regularly monitored and fairly evaluated. The Office of Job Corps and regional offices have joint responsibility in the oversight of CTT Continuous Improvement Plans (CTT-CIPs).

Included here is a model for CTT-CIPs that the PRH states are required for CTT programs with a "D" grade. The key components are an annual specific, measureable, achievable, realistic, and time-based (SMART) goal for the program (see definition below), as well as quarterly benchmarks identified by the center and monitored by the Regional and National offices. A completed sample model is included for your review and feedback.

#### **Proposed Model for a CTT Continuous Improvement Plan (CTT-CIP)**

##### **Root-Cause Analysis – to be completed by the operator's center staff, and reviewed and approved by Regional Office staff**

The primary aim of Root-Cause Analysis (RCA) is to identify what behaviors, actions, inactions, or conditions exist and need to be changed to improve a program's performance. To be effective, an RCA must be performed systematically, usually as part of an investigation, with conclusions and root causes that are endorsed by documented evidence. A team effort is required. There may be more than one root cause for an event or a problem. The challenge is demonstrating the persistence, and sustaining the effort required to determine them. When reviewing the center's RCA submission, it is important for the Project Manager to ask questions, look beyond the superficial, and dig deeper to uncover the underlying cause(s).

Root causes that are identified depend on the way in which the problem or event is defined. It is important to be as detailed as possible when defining a root cause. How does the identified cause impact desired outcomes? The purpose of identifying a problem's solutions is to prevent recurrence at the lowest cost, and in the simplest way. If there are alternatives that are equally effective, then the simplest or lowest cost approach is preferred.

To be effective, the analysis should establish a sequence of events or a timeline to understand the relationships between contributing

factors, root cause(s) and the desired outcomes. RCA can help transform a reactive culture (that reacts to problems) into a forward-looking culture that solves problems before they occur or escalate. More importantly, it reduces the frequency of problems occurring over time within the environment where the RCA process is used.

Once the root causes for the program's low performance are identified, the center should generate a SMART goal. A simple example of conducting a root cause analysis can be found at:

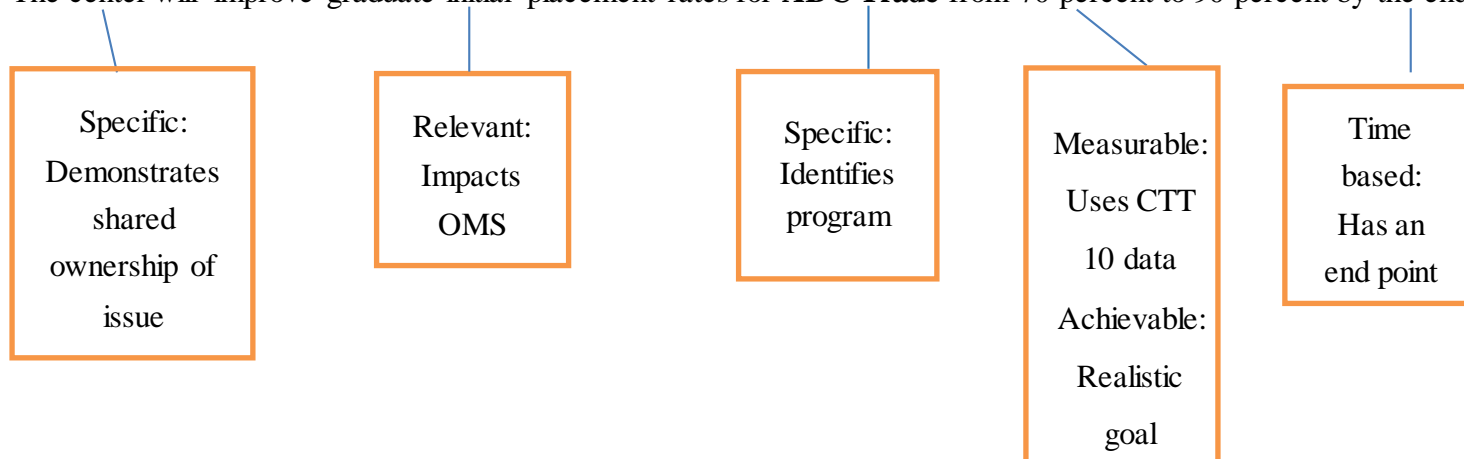
<http://www.isixsigma.com/tools-templates/cause-effect/determine-root-cause-5- whys/>.

A SMART goal should meet the following criteria: **SMART**

- S - is specific, and also stretching, systematic, synergistic, significant and shifting.
- M - means measurable, but also recommend meaningful, memorable, and motivating.
- A - is an achievable goal but A also needs to stand for action plans, accountability, acumen and agreed-upon.
- R - means relevant, but it also stands for realistic, reasonable, resonating, results-oriented, rewarding, responsible, reliable, rooted in facts and remarkable.
- T - means time-based and it also represents timely, tangible and thoughtful.

For Example:

The center will improve graduate initial placement rates for **ABC Trade** from 70 percent to 90 percent by the end of PY 2019.



Directions for review and management of goals:

1. Center completes shaded areas of the CTT-CIP template, and indicates acceptance by typing its name in the appropriate boxes.
2. Center sends the completed plan to the Regional Director, Division Chief, Program Manager, and Unit Chief of Career Technical Training (CTT) at the National Office.
3. Region reviews the document and works with the center until the plan is approved. Once approved, the Regional Director and Program Manager will type their names into the approval section, forward the updated/approved plan to the National Office of Job Corps.
4. Region sends e-mail to center and Unit Chief of Career Technical Training at the National Office, confirming the region has approved the plan.
5. At the end of each quarter, the center updates the plan with the prior quarter's results and the prior version of the form as outlined above, then sends an e-mail notifying the Regional and National Offices that the plan has been updated.



**Sample CTT-CIP Form Completed:**

Center name:	ABC Job Corps	Past performance ratings:		
CTT Program name:	ABC Trade	PY 2016	PY 2017	PY 2018
Baseline CTT-10 data:	70 percent graduate initial placement rate based on CTT-10 report card dated 6/30/2019, not meeting 90 percent goal and main contributing factor to Overall “D” Rating			
Root cause: Why is the program struggling? <a href="http://www.isixsigma.com/tools-templates/cause-effect/determine-root-cause-5-whys/">http://www.isixsigma.com/tools-templates/cause-effect/determine-root-cause-5-whys/</a> .	Why are students not being placed? Why are students entering the trade, yet struggle to be successful? Why are students not receiving proper guidance about the trade? Why do instructors lack the capacity to modify instruction for students attracted to the trade? Why do students struggle to read and complete applications correctly?			
Annual SMART Goal:	The center will improve graduate placement rates for <b>ABC Trade</b> from 70 percent to 90 percent by the end of PY 2019. Annual Overall Rating to increase from a “D” to “C” or higher.			
	Quarterly SMART goals:	Quarterly results: (completed after each quarter)		
Quarter 1 Benchmark: Sept. 30	By the end of the quarter, all dorms will increase the amount of time students practice completing online applications by 10 percent, with emphasis on supporting <b>ABC Trade</b> students.	Results: 80 percent of the students were able to meet this goal. Comments: Issues with computers in Aspen Dorm prevented 100 percent of the students from practicing.		

Quarter 2 Benchmark: Dec.31	By the end of the quarter, all students in academics will read three articles on their desired trade and be able to articulate what the workers do on the job. <b>ABC Trade</b> students will receive remedial support from Reading teachers.	Results: 100 percent of the students met this goal.
		Comments: Academic team excited about the TABE increases, and has expanded remediation to <b>XYZ Trade</b> students.
Quarter 3 Benchmark: March 31	By the end of the quarter, each Monday meeting will feature a 10- minute talk by a different tradesperson corresponding to the trades taught on center, specifically <b>ABC Trade</b> .	Results: 8 out of 10 Monday meetings had speakers.
		Comments: Two of the speakers were no shows. Four of the speakers returned to develop WBL agreements with the center.
Quarter 4 Benchmark: June 30	By the end of the quarter, all of the students at 75 percent complete or greater will meet with a mentor for an hour weekly to discuss transition and placement goal plans. Emphasis will be put on supporting <b>ABC Trade</b> student's goals.	Results: 60 percent of the students were able to meet with a mentor on a weekly basis.
		Comments: A lack of mentors resulted in the BCL developing different partnerships with the Chamber of Commerce and recently 25 new mentors completed training.
Year-end Results	Based on the CTT-10 Report Card dated 06/30/2019, the centers <b>ABC Trade</b> initial placement rate was 92 percent and is exceeding the DOL goal.	
Year-end Comments	Overall rating improved from "D" to high "C". Trade results show marked improvement and solid effort made by Instructor and good support from center staff.	

The goals have been reviewed and approved

	Name	Date
Instructor:		
CTT Manager or Designee		
Center Director:		
NTC (if applicable):		
Project Manager:		
Regional Director:		

Contracting Officer's Representative (COR) Comments

Quarter 1	
Quarter 2	
Quarter 3	
Quarter 4	

**CTT Continuous Improvement Plan (CTT-CIP) Form for low performing CTT offerings**

Center name:		Past Performance Ratings		
CTT Program name:		PY 2016	PY 2017	PY 2018
Baseline CTT-10 data:				
Root cause: Why is the program struggling? <a href="http://www.isixsigma.com/tools-templates/cause-effect/determine-root-cause-5-whys/">http://www.isixsigma.com/tools-templates/cause-effect/determine-root-cause-5-whys/</a> .				
Annual SMART Goal:				
	Quarterly SMART goals:	Quarterly (completed after each quarter)		
First Quarter Benchmark: Sept. 30		Results:		
		Comments:		
Second Quarter Benchmark: Dec. 31		Results:		
		Comments:		
Third Quarter Benchmark: March 31		Results:		
		Comments:		
Fourth Quarter Benchmark: June 30		Results:		
		Comments:		
Year-end Results				
Year-end Comments				

The goals have been reviewed and approved

	Name	Date
Instructor:		
CTT Manager or Designee		
Center Director:		
NTC (if applicable):		
Project Manager:		
Regional Director:		

COR Comments

Quarter 1	
Quarter 2	
Quarter 3	
Quarter 4	

**DIRECTIONS FOR REVIEW AND MANAGEMENT OF GOALS**

6. Center completes shaded areas of the CTT-CIP template, and indicates acceptance by typing its name in the appropriate boxes.
7. Center sends the completed plan to the Regional Director, Division Chief, Program Manager, and Unit Chief of Career Technical Training (CTT) at the National Office.
8. Region reviews the document and works with the center until the plan is approved. Once approved, the Regional Director and Program Manager will type their names to the approval section, and forward the updated/approved plan to the National Office of Job Corps.
9. Region sends an email to the center and Unit Chief of Career Technical Training at the National Office, confirming the region has approved the plan.
10. At the end of each quarter, the center updates the plan with the prior quarter's results and the prior version of the form as outlined above, then sends an email notifying the Regional and National Offices that the plan has been updated.

# PY 2019 JOB CORPS CTT REPORT CARD

## REGIONAL OFFICE APPEAL FORM

<b>CTT Program:</b>		<b>Slots:</b>	<input type="checkbox"/> Basic	<input type="checkbox"/> AT	<input type="checkbox"/> NTC	<input type="checkbox"/> OTP	<input type="checkbox"/> ACT
<b>Center:</b>			<b>Region (name):</b>				

<b>Performance Status in Most Immediately Completed PY_____:</b> <input type="checkbox"/> C <input type="checkbox"/> D                      Overall Score _____	<b>Performance Status in Preceding PY:</b> <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <b>Overall Score:</b> <input type="checkbox"/> N/A
<b>Program was on CTT Performance Improvement Plan (CTT-PIP) in Most Immediately Completed PY:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Substantial Improvement from Preceding PY:</b> <input type="checkbox"/> Yes                      No                      N/A

**III. Mitigating Circumstance(s) Supporting This Appeal (only essential documents should be attached)**

[illegible]

**IV. Support for This Appeal**

Operator/Contractor Official: Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

NTC Official (if applicable): Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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**Regional Use Only****V. Final Decisions**

- ☐ **Neither CTT-PIP nor Probation**
- ☐ **CTT-PIP Only, no Probation**
- ☐ **CTT-PIP and Probation**
- ☐ **Recommend Closure or Training Slot Reduction**



**Attachment 9**

**PY 2019 Center Report Card Model-Based Goals for HSD/HSE Rate,  
Graduate and Former Enrollee Average Hourly Wage at Placement,  
and Average Earnings in Quarter 2 After Exit Quarter**

Center		HSD/HSE	Graduate and Former Enrollee Average Hourly Wage at Placement	Average Earnings in Quarter 2 After Exit Quarter
	National Goals	65.0	\$12.00	\$5,500
10100	Grafton	62.3	\$12.72	\$5,829
10200	Northlands	64.8	\$12.74	\$5,584
10300	Penobscot	64.4	\$12.56	\$5,632
10400	Westover	66.5	\$12.74	\$5,754
10500	New Haven	64.5	\$12.55	\$5,597
10600	Loring	68.4	\$12.92	\$5,939
10700	Shriver	65.2	\$13.17	\$5,936
10800	Exeter	64.1	\$12.33	\$5,504
10900	Hartford	63.7	\$12.84	\$5,798
11000	New Hampshire	64.8	\$12.31	\$5,519
20300	Cassadaga	61.3	\$12.32	\$5,684
20400	Delaware Valley	58.9	\$12.04	\$5,361
20500	Edison	59.3	\$12.57	\$5,775
20700	Glenmont	64.1	\$12.75	\$5,908
20800	Iroquois	60.9	\$12.39	\$5,644
20900	Oneonta	63.6	\$13.09	\$6,124
21000	Ramey	62.1	\$9.44	\$4,193
21100	South Bronx	66.9	\$12.36	\$5,657
30100	Blue Ridge	64.8	\$11.33	\$5,311
30200	Charleston	66.5	\$12.01	\$5,336
30400	Flatwoods	67.3	\$12.36	\$5,816
30500	Harpers Ferry	68.7	\$12.44	\$5,648
30600	Keystone	59.8	\$11.81	\$5,404
30700	Old Dominion	63.7	\$11.74	\$5,508
30800	Philadelphia	66.8	\$11.89	\$5,476
30900	Pittsburgh	63.1	\$11.89	\$5,473
31000	Potomac	64.5	\$12.77	\$5,905
31100	Red Rock	62.3	\$11.98	\$5,666
31200	Woodland	62.1	\$12.36	\$5,449

Center		HSD/HSE	Graduate and Former Enrollee Average Hourly Wage at Placement	Average Earnings in Quarter 2 After Exit Quarter
31300	Woodstock	64.7	\$12.66	\$5,822
31500	Carl D. Perkins	67.7	\$11.61	\$5,209
31600	Earle C. Clements	65.4	\$11.82	\$5,520
31700	Frenchburg	64.0	\$11.62	\$5,226
31800	Great Onyx	69.2	\$12.17	\$5,754
31900	Pine Knot	68.0	\$11.83	\$5,386
32000	Whitney M. Young	65.8	\$11.55	\$5,254
32100	Muhlenberg	67.6	\$11.93	\$5,634
32200	Wilmington	66.5	\$12.54	\$5,650
40200	Bamberg	59.9	\$11.43	\$5,091
40300	Finch-Henry	60.2	\$10.81	\$4,902
40400	Brunswick	63.5	\$11.35	\$5,176
41000	Gulfport	61.5	\$10.42	\$4,850
41100	Jacksonville	63.5	\$11.67	\$5,213
41200	Jacobs Creek	60.3	\$12.01	\$5,710
41300	Kittrell	66.9	\$11.32	\$5,117
41500	Lyndon Johnson	61.0	\$11.56	\$5,096
41600	Miami	65.8	\$11.24	\$4,952
41700	Mississippi	61.1	\$10.57	\$4,789
41800	Oconaluftee	62.4	\$11.68	\$5,429
42000	Schenck	63.8	\$11.79	\$5,737
42100	Turner	60.0	\$11.17	\$5,001
42400	Gadsden	64.3	\$10.90	\$4,973
42500	BL Hooks/Memphis	62.6	\$11.34	\$5,143
42600	Montgomery	63.4	\$11.21	\$5,169
42800	Pinellas County	64.6	\$11.53	\$5,303
50100	Atterbury	63.2	\$11.44	\$5,107
50200	Blackwell	62.1	\$12.00	\$5,573
50300	Cincinnati	64.0	\$11.65	\$5,324
50400	Cleveland	63.9	\$11.41	\$5,234
50500	Dayton	65.7	\$11.33	\$5,052
50600	Detroit	62.5	\$11.72	\$4,886
50800	Gerald R. Ford	61.9	\$11.74	\$5,146
50900	Hubert H. Humphrey	63.8	\$12.04	\$5,579
51000	Joliet	61.3	\$11.96	\$5,311
51100	Flint/Genesee	63.0	\$11.96	\$5,444

Center		HSD/HSE	Graduate and Former Enrollee Average Hourly Wage at Placement	Average Earnings in Quarter 2 After Exit Quarter
51200	Paul Simon Chicago	62.1	\$12.56	\$5,719
51300	Milwaukee	59.2	\$11.97	\$5,405
51400	Ottumwa	64.6	\$11.88	\$5,634
60100	Albuquerque	60.8	\$11.56	\$5,226
60200	Cass	61.9	\$12.43	\$5,620
60300	David Carrasco	57.9	\$10.89	\$5,010
60400	Gary	60.7	\$11.88	\$5,511
60500	Guthrie	63.5	\$11.33	\$5,181
60600	Laredo	50.1	\$9.39	\$4,281
60700	Little Rock	62.2	\$11.89	\$5,237
60800	North Texas	63.8	\$11.88	\$5,460
60900	New Orleans	69.8	\$11.55	\$5,294
61100	Roswell	62.2	\$11.09	\$5,118
61200	Shreveport	64.9	\$10.45	\$4,784
61300	Talking Leaves	67.0	\$10.87	\$4,870
61500	Tulsa	64.0	\$11.33	\$5,123
61600	Carville	61.0	\$11.64	\$5,213
61700	Wind River	68.1	\$12.68	\$6,107
70100	Denison	65.9	\$12.00	\$5,600
70200	Excelsior Springs	61.1	\$11.61	\$5,416
70300	Mingo	58.6	\$11.90	\$5,502
70400	Pine Ridge	63.5	\$12.65	\$5,753
70500	St Louis	62.2	\$12.38	\$5,571
70600	Flint Hills	64.1	\$11.53	\$5,346
80100	Anaconda	65.3	\$12.42	\$5,842
80200	Boxelder	62.3	\$12.17	\$5,484
80300	Clearfield	66.9	\$12.19	\$5,729
80400	Collbran	65.0	\$12.35	\$5,496
80600	Trapper Creek	63.1	\$12.36	\$5,910
80700	Weber Basin	64.8	\$11.85	\$5,320
80800	Quentin Burdick	64.2	\$11.78	\$5,327
90100	Hawaii	65.1	\$12.46	\$5,953
90200	Inland Empire	64.6	\$12.39	\$5,600
90300	Los Angeles	66.4	\$12.87	\$5,829
90400	Phoenix	64.4	\$12.20	\$5,434
90500	Sacramento	63.8	\$12.81	\$5,907

Center		HSD/HSE	Graduate and Former Enrollee Average Hourly Wage at Placement	Average Earnings in Quarter 2 After Exit Quarter
90600	San Diego	65.9	\$12.79	\$5,822
90700	San Jose	62.2	\$13.02	\$6,065
90800	Sierra Nevada	62.2	\$11.75	\$5,262
90900	Treasure Island	65.7	\$12.48	\$5,541
91000	Fred G. Acosta	65.0	\$12.40	\$5,799
91100	Long Beach	65.2	\$12.65	\$5,884
100100	Angell	66.5	\$13.06	\$6,149
100200	Cascades	65.7	\$12.88	\$5,958
100300	Columbia Basin	67.3	\$12.56	\$5,748
100400	Curlew	62.6	\$13.18	\$6,053
100500	Fort Simcoe	66.3	\$13.22	\$6,149
100600	Centennial	63.4	\$12.41	\$5,692
100700	Springdale	64.6	\$12.30	\$5,450
100800	Timber Lake	67.5	\$12.98	\$6,078
100900	Tongue Point	67.1	\$13.22	\$6,143
101000	Wolf Creek	62.7	\$12.89	\$6,035
101100	Alaska	69.3	\$12.92	\$6,014
1	Boston Region Total	63.4	\$12.55	\$5,724
2	Philadelphia Region	64.8	\$12.00	\$5,527
3	Atlanta Region Total	62.3	\$11.26	\$5,110
4	Dallas Region Total	62.8	\$11.70	\$5,414
5	Chicago Region Total	62.7	\$11.83	\$5,387
6	San Francisco Region	64.9	\$12.65	\$5,784

**Center Model**  
**PY 2019 HSD/HSE Attainment Rate Model Worksheet**  
**National Total\***

<b>Local Adjustment Factors</b>	<b>(1) Center Average</b>	<b>(2) National Average</b>	<b>(3) Differences (1-2)</b>	<b>(4) Weights</b>	<b>Effect of Factor on Expected Performance (3x4)</b>
% Age 16 at Enrollment	18.9	18.9	0.0	-0.1003	0.0000
% Age 17 at Enrollment	22.9	22.9	0.0	-0.0640	0.0000
% Age 18 at Enrollment	21.9	21.9	0.0	-0.0602	0.0000
% Completed Grade 8 or Below at Enrollment	20.1	20.1	0.0	-0.1596	0.0000
% Completed Grade 9 at Enrollment	25.7	25.7	0.0	-0.1534	0.0000
% Completed Grade 10 at Enrollment	27.2	27.2	0.0	-0.1301	0.0000
% Completed Grade 11 at Enrollment	24.7	24.7	0.0	-0.1031	0.0000
% Initial Reading TABE Educational Functioning Levels 1-2	16.8	16.8	0.0	-0.1387	0.0000
% Initial Reading TABE Educational Functioning Levels 3-4	58.5	58.5	0.0	-0.1185	0.0000
% Initial Reading TABE Educational Functioning Level 5	16.6	16.6	0.0	-0.0370	0.0000
% Initial Math TABE Educational Functioning Levels 1-2	19.1	19.1	0.0	-0.2522	0.0000
% Initial Math TABE Educational Functioning Level 3	37.1	37.1	0.0	-0.2066	0.0000
% Initial Math TABE Educational Functioning Level 4	30.5	30.5	0.0	-0.1223	0.0000
% Initial Math TABE Educational Functioning Level 5	7.8	7.8	0.0	-0.0439	0.0000
Subtotal					0.0
HSE Test Adjustment					0.0
National Goal					65.0%
Model Adjusted Goal					65.0%

\*Excluding centers in Puerto Rico

**Center Model**  
**PY 2019 Graduate and Former Enrollee Average Hourly Wage at Placement**  
**Model Worksheet**  
**National Total**

<b>Local Adjustment Factors</b>	<b>(1) Center Average</b>	<b>(2) National Average</b>	<b>(3) Differences (1-2)</b>	<b>(4) Weights</b>	<b>Effect of Factor on Expected Performance (3x4)</b>
Average Age at Enrollment	19.4	19.4	0.0	0.1371	0.0000
% High School Diploma or HSE at Enrollment	47.0	47.0	0.0	0.0026	0.0000
% Initial Reading TABE Educational Functioning Level 5	21.9	21.9	0.0	0.0020	0.0000
% Initial Reading TABE Educational Functioning Level 6	15.6	15.6	0.0	0.0025	0.0000
% Initial Math TABE Educational Functioning Level 3	30.1	30.1	0.0	0.0017	0.0000
% Initial Math TABE Educational Functioning Level 4	33.4	33.4	0.0	0.0050	0.0000
% Initial Math TABE Educational Functioning Level 5	11.4	11.4	0.0	0.0080	0.0000
% Initial Math TABE Educational Functioning Level 6	12.3	12.3	0.0	0.0112	0.0000
% Training in Advanced Manufacturing	7.0	7.0	0.0	0.0073	0.0000
% Training in Automotive and Machine Repair	4.5	4.5	0.0	0.0019	0.0000
% Training in Construction	26.3	26.3	0.0	0.0056	0.0000
% Training in Finance and Business	8.5	8.5	0.0	-0.0095	0.0000
% Training in Health Care	27.4	27.4	0.0	-0.0059	0.0000
% Training in Homeland Security	6.8	6.8	0.0	-0.0014	0.0000
% Training in Hospitality	9.4	9.4	0.0	-0.0099	0.0000
% Training in Information Technology	2.5	2.5	0.0	-0.0037	0.0000
% Training in Renewable Resources and Energy	1.3	1.3	0.0	0.0093	0.0000
% Training in Retail Sales and Services	0.8	0.8	0.0	-0.0079	0.0000
% Training in Transportation	5.3	5.3	0.0	0.0140	0.0000
Average Wage in All Industries in County (\$1,000's)	52.7	52.7	0.0	0.0315	0.0000
% Placed in Job in State With High Minimum Wage	42.3	42.3	0.0	0.0120	0.0000
Average Percent of Families in Poverty in County	10.9	10.9	0.0	-0.0767	0.0000
Subtotal					0.00
National Goal					\$12.00
Model Adjusted Goal					\$12.00

**Center Model**  
**PY 2019 Average Earnings in Quarter 2 After Exit Quarter Model Worksheet**  
**National Total**

<b>Local Adjustment Factors</b>	<b>(1) Center Average</b>	<b>(2) National Average</b>	<b>(3) Differences (1-2)</b>	<b>(4) Weights</b>	<b>Effect of Factor on Expected Performance (3x4)</b>
Average Age at Enrollment	19.5	19.5	0.0	150.2610	0.0000
% High School Diploma or HSE at Enrollment	50.1	50.1	0.0	1.8773	0.0000
% Initial Reading TABE Educational Functioning Level 6	17.4	17.4	0.0	1.4175	0.0000
% Initial Math TABE Educational Functioning Level 3	28.9	28.9	0.0	2.2582	0.0000
% Initial Math TABE Educational Functioning Level 4	34.0	34.0	0.0	4.3809	0.0000
% Initial Math TABE Educational Functioning Level 5	12.4	12.4	0.0	6.2354	0.0000
% Initial Math TABE Educational Functioning Level 6	13.9	13.9	0.0	9.4230	0.0000
% Training in Advanced Manufacturing	6.3	6.3	0.0	4.1179	0.0000
% Training in Automotive and Machine Repair	4.7	4.7	0.0	3.6381	0.0000
% Training in Construction	25.9	25.9	0.0	2.2536	0.0000
% Training in Finance and Business	8.8	8.8	0.0	-8.9326	0.0000
% Training in Health Care	28.4	28.4	0.0	-3.3669	0.0000
% Training in Homeland Security	6.1	6.1	0.0	-1.3469	0.0000
% Training in Hospitality	9.6	9.6	0.0	-8.0796	0.0000
% Training in Information Technology	2.8	2.8	0.0	-3.6022	0.0000
% Training in Renewable Resources and Energy	1.2	1.2	0.0	9.8969	0.0000
% Training in Retail Sales and Services	0.9	0.9	0.0	-2.6033	0.0000
% Training in Transportation	5.1	5.1	0.0	8.0250	0.0000
Average Wage in All Industries in County (\$1,000's)	52.7	52.7	0.0	10.0381	0.0000
% Placed in Job in State With High Minimum Wage	38.7	38.7	0.0	5.0446	0.0000
Average Percent of Families in Poverty in County	11.1	11.1	0.0	-33.0410	0.0000
Subtotal					0
National Goal					\$5,500
Model Adjusted Goal					\$5,500

## Attachment 10

**PY 2019 CTS Contractor Model-Based Goals for Graduate and Former Enrollee Average Hourly Wage at Placement and Average Earnings in Quarter 2 After Exit Quarter**

CTS Contractor			Graduate and Former Enrollee Average Hourly Wage at Placement	Average Earnings in Quarter 2 After Exit Quarter
	National Goals		\$12.00	\$5,500
01	CTMTHF	HARTFORD	\$12.99	\$5,888
01	CTSRNH	NEW HAVEN OA	\$12.65	\$5,701
01	MAAAGR	GRAFTON OA J	\$12.81	\$5,891
01	MAAPSH	SHRIVER API	\$13.33	\$6,092
01	MAAPWE	WESTOVER	\$12.95	\$6,087
01	MDMTWS	WOODSTOCK CTS	\$12.95	\$5,922
01	MECSLO	LORING	\$12.90	\$5,837
01	MECSPE	PENOBSCOT OA	\$12.51	\$5,643
01	NECTR1	NEW ENGLAND	\$13.19	\$6,162
01	NHAANH	N. HAMPSHIRE	\$12.35	\$5,594
01	NJMTED	EDISON MTC CTS	\$12.71	\$5,809
01	NYAADV	D VALLEY CTS	\$12.41	\$5,620
01	NYAAGL	GLENMONT OAC	\$12.73	\$5,896
01	NYAONJ	NY/NJ OACTS	\$12.75	\$5,795
01	NYCSIR	IROQUOIS OAP	\$12.81	\$5,914
01	NYETON	ONEONTA JCC	\$13.01	\$6,013
01	NYGACA	CASSADAGA JC	\$12.22	\$5,655
01	NYMTBR	BROOKLYN OAC	\$12.54	\$5,761
01	PRJPPR	RSCARE PR/VI	\$9.97	\$4,497
01	RIAAEX	EXETER OA JC	\$12.48	\$5,571
01	VTETNO	NORTHLANDS	\$12.76	\$5,696
02	DCEXPT	POTOMAC JCC	\$12.87	\$5,900
02	DEMTWI	WILMINGTON	\$12.54	\$5,588
02	KYINTG	KENTUCKY OAC	\$11.62	\$5,350
02	PAJPPH	PHILA JCC	\$11.64	\$5,346
02	PAOMPB	PITTS OMG	\$11.86	\$5,415
02	PARCRR	RED ROCK CTS	\$11.96	\$5,350
02	VAIN00	VI INSGTS	\$11.85	\$5,568
02	WVHYCH	CHARLESTON	\$12.25	\$5,476
03	ALAEMG	MONTGOMERY	\$11.39	\$5,341



CTS Contractor			Graduate and Former Enrollee Average Hourly Wage at Placement	Average Earnings in Quarter 2 After Exit Quarter
03	ALCTGA	GADSDEN	\$11.24	\$5,114
03	FLAAMI	MIAMI OACTS	\$11.57	\$5,320
03	FLHSJA	JACKSONVILLE	\$12.17	\$5,381
03	FLOMPC	PINELLAS OMG	\$11.78	\$5,392
03	GAMTBW	BRUNSWICK	\$11.16	\$5,043
03	MSMNGP	GULFPORT OAC	\$10.42	\$4,957
03	MSSRFH	FINCH HENRY	\$10.75	\$4,939
03	NCJP00	N. CAROLINA	\$11.50	\$5,324
03	SCHSBA	BAMBERG	\$11.76	\$5,337
03	TNACMS	TN/MS OACTS	\$11.67	\$5,308
04	AROMLR	LITTLE ROCK	\$12.07	\$5,485
04	LAMNSP	SHREVEPORT	\$10.45	\$4,862
04	LAOMNO	NEW ORLEANS	\$11.56	\$5,266
04	LAPGCA	CARVILLE JCC	\$11.49	\$5,057
04	NDJP00	BURDICK	\$12.08	\$5,402
04	NMAM00	ALBUQUERQUE	\$11.43	\$5,111
04	OKCSGU	GUTHRIE OAP	\$11.24	\$5,107
04	OKJPTL	TALKING LEAV	\$10.81	\$4,769
04	OKOMTU	TULSA OA CTS	\$11.33	\$5,111
04	TXAAGY	GARY OA CTS	\$11.59	\$5,372
04	TXHYNT	N. TEXAS OAC	\$11.71	\$5,414
04	TXJPLA	LAREDO JCC	\$9.39	\$4,390
04	TXOMDC	CARRASCO OA	\$10.98	\$4,947
04	UTMTCL	CLEARFIELD	\$11.87	\$5,530
04	WYMTWR	WIND RIVER	\$12.60	\$5,794
05	IAMNDN	DENISON OACT	\$12.09	\$5,576
05	ILAAJO	JOLIET OA CTS	\$12.58	\$5,621
05	INABC0	IN ABC OA/CT	\$11.56	\$5,223
05	KSSRFH	FLINT HILLS	\$11.69	\$5,453
05	MIAAFG	FLINT GENESE	\$11.95	\$5,192
05	MNMTHH	HHJCC OACTS	\$11.96	\$5,414
05	MOAASL	ST. LOUIS	\$12.22	\$5,536
05	MOMIKC	EXCL SPRINGS	\$11.52	\$5,352
05	OHSRCN	CINCINNATI	\$11.68	\$5,293
05	WIRCMJ	MILWAUKEE OA	\$11.69	\$5,285
06	AKCTPL	ALASKA OACTS	\$13.10	\$6,031

CTS Contractor			Graduate and Former Enrollee Average Hourly Wage at Placement	Average Earnings in Quarter 2 After Exit Quarter
06	AZEMPX	PHOENIX CTS	\$12.31	\$5,545
06	AZHLFA	FRED ACOSTA	\$12.36	\$5,727
06	CAAATI	TREASURE ISL	\$12.61	\$5,563
06	CACEIE	I. EMPIRE	\$12.49	\$5,694
06	CACSSA	SACRAMENTO	\$12.72	\$5,754
06	CAJPSD	S. DIEGO JCC	\$13.09	\$6,041
06	CAJPSJ	SAN JOSE JCC	\$13.01	\$6,050
06	CAMTLA	LOS ANGELES CTS	\$12.98	\$5,883
06	CAOMLB	LONG BEACH	\$12.80	\$5,812
06	HIJPHI	HAWAII JCC	\$12.85	\$6,192
06	NVJPSN	SN NEV JCC	\$11.72	\$5,280
06	NWDESI	NW DESI OA/C	\$12.85	\$5,905
01		Boston Region	\$12.68	\$5,807
02		Philadelphia Region	\$11.95	\$5,474
03		Atlanta Region	\$11.39	\$5,205
04		Dallas Region	\$11.56	\$5,324
05		Chicago Region	\$11.89	\$5,396
06		San Francisco Region	\$12.68	\$5,792

**CTS Contractor Model**  
**PY 2019 Graduate and Former Enrollee Average Hourly Wage at Placement**  
**Model Worksheet**  
**National Total**

<b>Local Adjustment Factors</b>	<b>(1) Contract or Average</b>	<b>(2) National Average</b>	<b>(3) Differences (1-2)</b>	<b>(4) Weights</b>	<b>Effect of Factor on Expected Performance (3x4)</b>
Average Age at Separation	20.2	20.2	0.0	0.1780	0.0000
% Obtained HSD/HSE in Job Corps without CTT Completion	4.1	4.1	0.0	-0.0065	0.0000
% Stayed 60+ Days without HSD/HSE/CTT Completion	9.4	9.4	0.0	-0.0097	0.0000
% Reading TABE Educational Functioning Level 5 at Separation	41.9	41.9	0.0	0.0022	0.0000
% Reading TABE Educational Functioning Level 6 at Separation	30.7	30.7	0.0	0.0040	0.0000
% Math TABE Educational Functioning Level 4 at Separation	26.4	26.4	0.0	0.0023	0.0000
% Math TABE Educational Functioning Level 5 at Separation	29.8	29.8	0.0	0.0053	0.0000
% Math TABE Educational Functioning Level 6 at Separation	32.4	32.4	0.0	0.0069	0.0000
% CTT Completers with Training in Advanced Manufacturing	6.0	6.0	0.0	0.0099	0.0000
% CTT Completers with Training in Automotive and Machine Repair	3.9	3.9	0.0	0.0028	0.0000
% CTT Completers with Training in Construction	22.2	22.2	0.0	0.0074	0.0000
% CTT Completers with Training in Finance and Business	7.1	7.1	0.0	-0.0089	0.0000
% CTT Completers with Training in Health Care	23.9	23.9	0.0	-0.0044	0.0000
% CTT Completers with Training in Hospitality	8.3	8.3	0.0	-0.0095	0.0000
% CTT Completers with Training in Renewable Resources and Energy	1.1	1.1	0.0	0.0118	0.0000
% CTT Completers with Training in Retail Sales and Services	0.8	0.8	0.0	-0.0071	0.0000
% CTT Completers with Training in Transportation	4.8	4.8	0.0	0.0148	0.0000
% CTT Completers with Training in Homeland Security or Information Technology	8.2	8.2	0.0	-0.0005	0.0000
Average Wage in All Industries in County (\$1,000's)	52.7	52.7	0.0	0.0309	0.0000
% Placed in Job in State With High Minimum Wage	42.1	42.1	0.0	0.0118	0.0000
Average Percent of Families in Poverty in County	10.9	10.9	0.0	-0.0777	0.0000
Subtotal					0.00
National Goal					\$12.00
Model Adjusted Goal					\$12.00

**CTS Contractor Model**  
**PY 2019 Average Earnings in Quarter 2 After Exit Quarter Model Worksheet**  
**National Total**

<b>Local Adjustment Factors</b>	<b>(1) Contractor Average</b>	<b>(2) National Average</b>	<b>(3) Differences (1-2)</b>	<b>(4) Weights</b>	<b>Effect of Factor on Expected Performance (3x4)</b>
Average Age at Separation	20.4	20.4	0.0	177.1750	0.0000
% Obtained HSD/HSE in Job Corps without CTT Completion	3.3	3.3	0.0	-7.8195	0.0000
% Stayed 60+ Days without HSD/HSE/CTT Completion	9.2	9.2	0.0	-7.2888	0.0000
% Reading TABE Educational Functioning Level 6 at Separation	33.2	33.2	0.0	1.5845	0.0000
% Math TABE Educational Functioning Level 4 at Separation	24.8	24.8	0.0	2.2271	0.0000
% Math TABE Educational Functioning Level 5 at Separation	31.5	31.5	0.0	4.8800	0.0000
% Math TABE Educational Functioning Level 6 at Separation	34.0	34.0	0.0	6.2113	0.0000
% CTT Completers with Training in Advanced Manufacturing	5.5	5.5	0.0	6.7332	0.0000
% CTT Completers with Training in Automotive and Machine Repair	4.1	4.1	0.0	4.7048	0.0000
% CTT Completers with Training in Construction	22.4	22.4	0.0	3.4930	0.0000
% CTT Completers with Training in Finance and Business	7.3	7.3	0.0	-8.2302	0.0000
% CTT Completers with Training in Health Care	25.2	25.2	0.0	-1.9880	0.0000
% CTT Completers with Training in Hospitality	8.5	8.5	0.0	-7.3346	0.0000
% CTT Completers with Training in Renewable Resources and Energy	1.1	1.1	0.0	10.0744	0.0000
% CTT Completers with Training in Transportation	4.8	4.8	0.0	7.9445	0.0000
% CTT Completers with Training in Retail Sales and Services, Homeland Security, or Information Technology	8.7	8.7	0.0	-0.2890	0.0000
Average Wage in All Industries in County (\$1,000's)	52.6	52.6	0.0	10.5807	0.0000
% Placed in Job in State With High Minimum Wage	38.5	38.5	0.0	4.6851	0.0000
Average Percent of Families in Poverty in County	11.1	11.1	0.0	-30.4920	0.0000
				Subtotal	0
				National Goal	\$5,500
				Model Adjusted Goal	\$5,500

**Attachment 11****PY 2019 CTT Report Card Model-Based Goals (Center Level) for CTT Completer Average Hourly Wage at Placement, CTT Completer JTM Average Hourly Wage at Placement, and CTT Completer Average Earnings in Quarter 2 After Exit Quarter**

Center		CTT Completer Average Hourly Wage at Placement	CTT Completer JTM Average Hourly Wage at Placement	CTT Completer Average Earnings in Quarter 2 After Exit Quarter
	National Goals	\$12.25	\$12.85	\$5,700
10100	Grafton	\$12.97	\$13.57	\$6,029
10200	Northlands	\$12.99	\$13.59	\$5,784
10300	Penobscot	\$12.81	\$13.41	\$5,832
10400	Westover	\$12.99	\$13.59	\$5,954
10500	New Haven	\$12.80	\$13.40	\$5,797
10600	Loring	\$13.17	\$13.77	\$6,139
10700	Shriver	\$13.42	\$14.02	\$6,136
10800	Exeter	\$12.58	\$13.18	\$5,704
10900	Hartford	\$13.09	\$13.69	\$5,998
11000	New Hampshire	\$12.56	\$13.16	\$5,719
20300	Cassadaga	\$12.57	\$13.17	\$5,884
20400	Delaware Valley	\$12.29	\$12.89	\$5,561
20500	Edison	\$12.82	\$13.42	\$5,975
20700	Glenmont	\$13.00	\$13.60	\$6,108
20800	Iroquois	\$12.64	\$13.24	\$5,844
20900	Oneonta	\$13.34	\$13.94	\$6,324
21000	Ramey	\$9.69	\$10.29	\$4,393
21100	South Bronx	\$12.61	\$13.21	\$5,857
30100	Blue Ridge	\$11.58	\$12.18	\$5,511
30200	Charleston	\$12.26	\$12.86	\$5,536
30400	Flatwoods	\$12.61	\$13.21	\$6,016
30500	Harpers Ferry	\$12.69	\$13.29	\$5,848
30600	Keystone	\$12.06	\$12.66	\$5,604
30700	Old Dominion	\$11.99	\$12.59	\$5,708
30800	Philadelphia	\$12.14	\$12.74	\$5,676
30900	Pittsburgh	\$12.14	\$12.74	\$5,673
31000	Potomac	\$13.02	\$13.62	\$6,105
31100	Red Rock	\$12.23	\$12.83	\$5,866
31200	Woodland	\$12.61	\$13.21	\$5,649
31300	Woodstock	\$12.91	\$13.51	\$6,022
31500	Carl D. Perkins	\$11.86	\$12.46	\$5,409

Center		CTT Completer Average Hourly Wage at Placement	CTT Completer JTM Average Hourly Wage at Placement	CTT Completer Average Earnings in Quarter 2 After Exit Quarter
31600	Earle C. Clements	\$12.07	\$12.67	\$5,720
31700	Frenchburg	\$11.87	\$12.47	\$5,426
31800	Great Onyx	\$12.42	\$13.02	\$5,954
31900	Pine Knot	\$12.08	\$12.68	\$5,586
32000	Whitney M. Young	\$11.80	\$12.40	\$5,454
32100	Muhlenberg	\$12.18	\$12.78	\$5,834
32200	Wilmington	\$12.79	\$13.39	\$5,850
40200	Bamberg	\$11.68	\$12.28	\$5,291
40300	Finch-Henry	\$11.06	\$11.66	\$5,102
40400	Brunswick	\$11.60	\$12.20	\$5,376
41000	Gulfport	\$10.67	\$11.27	\$5,050
41100	Jacksonville	\$11.92	\$12.52	\$5,413
41200	Jacobs Creek	\$12.26	\$12.86	\$5,910
41300	Kittrell	\$11.57	\$12.17	\$5,317
41500	Lyndon Johnson	\$11.81	\$12.41	\$5,296
41600	Miami	\$11.49	\$12.09	\$5,152
41700	Mississippi	\$10.82	\$11.42	\$4,989
41800	Oconaluftee	\$11.93	\$12.53	\$5,629
42000	Schenck	\$12.04	\$12.64	\$5,937
42100	Turner	\$11.42	\$12.02	\$5,201
42400	Gadsden	\$11.15	\$11.75	\$5,173
42500	BL Hooks/Memphis	\$11.59	\$12.19	\$5,343
42600	Montgomery	\$11.46	\$12.06	\$5,369
42800	Pinellas County	\$11.78	\$12.38	\$5,503
50100	Atterbury	\$11.69	\$12.29	\$5,307
50200	Blackwell	\$12.25	\$12.85	\$5,773
50300	Cincinnati	\$11.90	\$12.50	\$5,524
50400	Cleveland	\$11.66	\$12.26	\$5,434
50500	Dayton	\$11.58	\$12.18	\$5,252
50600	Detroit	\$11.97	\$12.57	\$5,086
50800	Gerald R. Ford	\$11.99	\$12.59	\$5,346
50900	Hubert H. Humphrey	\$12.29	\$12.89	\$5,779
51000	Joliet	\$12.21	\$12.81	\$5,511
51100	Flint/Genesee	\$12.21	\$12.81	\$5,644
51200	Paul Simon Chicago	\$12.81	\$13.41	\$5,919
51300	Milwaukee	\$12.22	\$12.82	\$5,605
51400	Ottumwa	\$12.13	\$12.73	\$5,834

Center		CTT Completer Average Hourly Wage at Placement	CTT Completer JTM Average Hourly Wage at Placement	CTT Completer Average Earnings in Quarter 2 After Exit Quarter
60100	Albuquerque	\$11.81	\$12.41	\$5,426
60200	Cass	\$12.68	\$13.28	\$5,820
60300	David Carrasco	\$11.14	\$11.74	\$5,210
60400	Gary	\$12.13	\$12.73	\$5,711
60500	Guthrie	\$11.58	\$12.18	\$5,381
60600	Laredo	\$9.64	\$10.24	\$4,481
60700	Little Rock	\$12.14	\$12.74	\$5,437
60800	North Texas	\$12.13	\$12.73	\$5,660
60900	New Orleans	\$11.80	\$12.40	\$5,494
61100	Roswell	\$11.34	\$11.94	\$5,318
61200	Shreveport	\$10.70	\$11.30	\$4,984
61300	Talking Leaves	\$11.12	\$11.72	\$5,070
61500	Tulsa	\$11.58	\$12.18	\$5,323
61600	Carville	\$11.89	\$12.49	\$5,413
61700	Wind River	\$12.93	\$13.53	\$6,307
70100	Denison	\$12.25	\$12.85	\$5,800
70200	Excelsior Springs	\$11.86	\$12.46	\$5,616
70300	Mingo	\$12.15	\$12.75	\$5,702
70400	Pine Ridge	\$12.90	\$13.50	\$5,953
70500	St Louis	\$12.63	\$13.23	\$5,771
70600	Flint Hills	\$11.78	\$12.38	\$5,546
80100	Anaconda	\$12.67	\$13.27	\$6,042
80200	Boxelder	\$12.42	\$13.02	\$5,684
80300	Clearfield	\$12.44	\$13.04	\$5,929
80400	Collbran	\$12.60	\$13.20	\$5,696
80600	Trapper Creek	\$12.61	\$13.21	\$6,110
80700	Weber Basin	\$12.10	\$12.70	\$5,520
80800	Quentin Burdick	\$12.03	\$12.63	\$5,527
90100	Hawaii	\$12.71	\$13.31	\$6,153
90200	Inland Empire	\$12.64	\$13.24	\$5,800
90300	Los Angeles	\$13.12	\$13.72	\$6,029
90400	Phoenix	\$12.45	\$13.05	\$5,634
90500	Sacramento	\$13.06	\$13.66	\$6,107
90600	San Diego	\$13.04	\$13.64	\$6,022
90700	San Jose	\$13.27	\$13.87	\$6,265
90800	Sierra Nevada	\$12.00	\$12.60	\$5,462
90900	Treasure Island	\$12.73	\$13.33	\$5,741

Center		CTT Completer Average Hourly Wage at Placement	CTT Completer JTM Average Hourly Wage at Placement	CTT Completer Average Earnings in Quarter 2 After Exit Quarter
91000	Fred G. Acosta	\$12.65	\$13.25	\$5,999
91100	Long Beach	\$12.90	\$13.50	\$6,084
100100	Angell	\$13.31	\$13.91	\$6,349
100200	Cascades	\$13.13	\$13.73	\$6,158
100300	Columbia Basin	\$12.81	\$13.41	\$5,948
100400	Curlew	\$13.43	\$14.03	\$6,253
100500	Fort Simcoe	\$13.47	\$14.07	\$6,349
100600	Centennial	\$12.66	\$13.26	\$5,892
100700	Springdale	\$12.55	\$13.15	\$5,650
100800	Timber Lake	\$13.23	\$13.83	\$6,278
100900	Tongue Point	\$13.47	\$14.07	\$6,343
101000	Wolf Creek	\$13.14	\$13.74	\$6,235
101100	Alaska	\$13.17	\$13.77	\$6,214
1	Boston Region Total	\$12.80	\$13.40	\$5,924
2	Philadelphia Region Total	\$12.25	\$12.85	\$5,727
3	Atlanta Region Total	\$11.51	\$12.11	\$5,310
4	Dallas Region Total	\$11.95	\$12.55	\$5,614
5	Chicago Region Total	\$12.08	\$12.68	\$5,587
6	San Francisco Region Total	\$12.90	\$13.50	\$5,984